



**VISA/IMMIGRATION CLEARANCE**  
**(Live-Scan)**

California Penal Code Section 11105(c)(8) enables an individual to request a record clearance from the Department of Justice for visa/immigration and foreign adoption purposes. The following items are necessary to insure the processing of your request. Failure to follow these procedures may result in a delay or the rejection of your application for a clearance letter. We do not provide clearances for children under the age of 14.

Beginning April 6, 2006, the Department of Justice will only mail responses to the applicant concerning Visa/Immigration clearances. It is the applicant's responsibility to forward the information to their legal counsel or assistance agency.

**GUIDELINES FOR COMPLETING**  
**"REQUEST FOR LIVE SCAN SERVICE" FORM (BCII RR8016)**

CATEGORY	INSTRUCTION	COMMENT
1) Type of Application	Place a check mark or "X" in the DOJ Visa/Immigration Clearance Letter box	
2) Reason for Application:	Write a brief explanation of why you need a copy of your criminal history record.	Examples of explanation: Work Visa, Student Visa, Immigration, Citizenship, Foreign Adoption
3) Name of Applicant & Personal Descriptors:	Enter your full name, any known alias, date of birth, sex, height, weight, eye & hair color, place of birth, social security number, California driver's license number.	<b>Name, date of birth, and sex are mandatory fields and must be provided.</b>  All others are optional
4) Applicant Address:	Enter your home address.	<b>This is mandatory field and must be completed.</b>
5) Daytime Telephone Number	Enter telephone number you can be reached at from 8:00am to 5:00pm. Please include the area code.	A telephone number is useful in helping to resolve problems which could result in a delay in the processing of your request

Contact your local Police Department or Sheriff's Office regarding the availability of "Live-Scan" fingerprinting service, the fee charged by the agency for the taking of your fingerprints, and the types of payment they accept. A current listing of Live Scan sites offering electronic fingerprint services is available on the Attorney General's website at:  
<http://ag.ca.gov/fingerprints/publications/contact.htm>

**Go to the agency you have selected and have your fingerprints taken.** Your total costs will be \$32 plus the fingerprint rolling fee charged by the Live-Scan agency. You may use the services of a private fingerprint service as long as the live-scan fingerprint technician is certified by the California Department of Justice.

If you have any further questions regarding the completion of the BCII RR8016 form, contact the Record Review Unit at (916) 227-3835.

For inquiries regarding the status of your fingerprint submission, please contact us at (916) 227-3849